



KING COUNTY
COURT OPERATIONS SPECIALIST I
KING COUNTY SUPERIOR COURT
CRIMINAL DEPARTMENT
Hourly Rate Range \$17.84 - \$22.63
Job Announcement: 06GF5766
OPEN: 1/9/06 CLOSE: 1/23/06

WHO MAY APPLY: This position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials must be sent to: **Human Resources Department, King County Superior Court, 516 Third Avenue, KCC-SC-0203, Seattle, WA 98104**, or hand-delivered to the King County Superior Court Reception Desk, **Room C-912** at the above address. Application materials must be received by **4:30 p.m. on or before the closing date**. (Postmarks are NOT ACCEPTED). Please call (206) 296-9355 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above and by the due date will not be processed.

FORMS AND MATERIALS REQUIRED: A [Superior Court application form](http://www.metrokc.gov/kcsc/app.htm), resume and letter of interest detailing your background and describing how you meet or exceed the qualifications and primary job functions. **Only Superior Court application forms will be accepted.** Application forms are available in Room C-912, King County Courthouse in downtown Seattle, or Room 2D, Regional Justice Center in Kent. You can also download the form at <http://www.metrokc.gov/kcsc/app.htm>

WORK LOCATION: This position is located at the Regional Justice Center in Kent. Position may require working at alternate King County Superior Court locations.

WORK SCHEDULE: This is a full-time position working 35 hours per week. Work schedule is Monday through Friday, 8:30 a.m. - 4:30 p.m.

PRIMARY JOB FUNCTIONS: Responsible for complex data entry with a high degree of accuracy in support of the Criminal Department. Perform various clerical duties, including generating, updating and distribution of calendars. Order in-custody defendants from the jail using a computer database and coordinate transport with jail staff. Responsible for in-court work on sentencing and/or plea calendars in the absence of other staff and cross-train on other duties as needed. Prepare and process orders and notices as required. Interface with attorneys, court staff and the public on a daily basis to answer questions related to the Criminal Department.

QUALIFICATIONS: A high school diploma or GED and two years data entry experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job are required. Working knowledge of computer software applications including word processing and database management. Knowledge of Criminal Department court rules/procedures, and SCOMIS, CMIS and ECR programs is desirable. Must have excellent oral and written communication skills.